

HEMTG: Wikispace Instructions

Wikispaces is a great place for us to share information with each other! Here are some instructions for getting started:

Joining the Healthy Eating makes the Grade Wikispace:

In order to join the wiki, you must click on the link emailed you from the Organizer (Organizers are Erin & Joel at Healthy Eating Makes the Grade). You will be prompted to enter your username and password.

Alternatively, you can go to the Wiki homepage www.wikitbheng.wikispaces.com and in the upper right corner, click on 'Join'. You will be prompted to enter a username and password and your membership will be pending until an Organizer approves it.

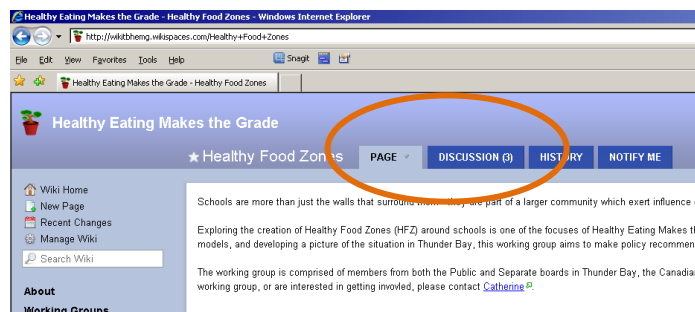
Why is my membership request still pending?

Your join request must be approved by the wiki Organizer. Usually it just means we haven't checked our email yet so haven't seen that you have requested an invite! Feel free to email us directly (erin.beagle@redcross.ca or jfacca@tbcdsb.on.ca) in order to get it approved faster!

Be a part of the Discussion!

For each working group, there are **discussion threads** started that you can take part in, once you are a member. Discussions are comments, documents or links that have been posted by members. Note, if you are not a member, you may still read the discussion posts and download the resources, you just can't add anything). This is the great thing about having a community wiki – everyone can participate.

So, to take part in a discussion, go to any of the **working group pages** (from the navigation bar on the left hand of the page). At the top of each page there are four tabs:



WIKI Navigation Tabs; Page, Discussion, History, Notify Me

The '**Page**' tab tells you a bit about that working group. The '**Discussion**' tab is where you can start new discussions or add to ongoing ones.

To add to an ongoing discussion:

First, you must be signed in to reply to a discussion.

Go to the **discussion tab** at the top of the page (we'll use school gardens as our example page). There will be a few discussion topics you can head into. Choose one – let's say, "school garden resources". From here you can read through all of the posts that other members have made, download any files from their posts etc. And, you can reply to the post. Scroll down to the bottom of the page and you'll see a space that lets you reply to this discussion.

Now you can type whatever you want to contribute to the conversation. Mark the '**monitor this topic**' box if you want updates to the discussion thread (this sends updates to your inbox whenever someone responds to the discuss). Then click 'post'. Now your reply is part of the ongoing thread!

To start a new discussion thread:

You need to be signed in to start a new discussion. Go to the '**discussion**' tab within any of the working group pages. Within the discussion tab you will see existing discussions that you can read and reply to (as described above), or you can start a new post by clicking on '**+ New Post**'. A new window will come up: Enter a subject for your discussion topic, then type in the body of the message whatever it is you want to bring up. Click on the box beside '**monitor this topic**' so that you get any updates to what people add to your new post, then click 'post'. Voila! New discussion started!

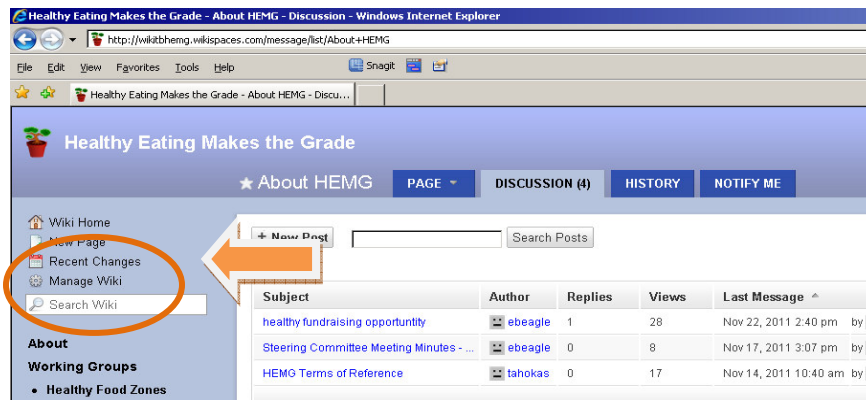
Uploading a file (i.e., Sharing your resources)

Do you have a resource you'd like to share with the Healthy Eating Makes the Grade community? You can do this by **uploading a file**, then linking that file to a discussion post.

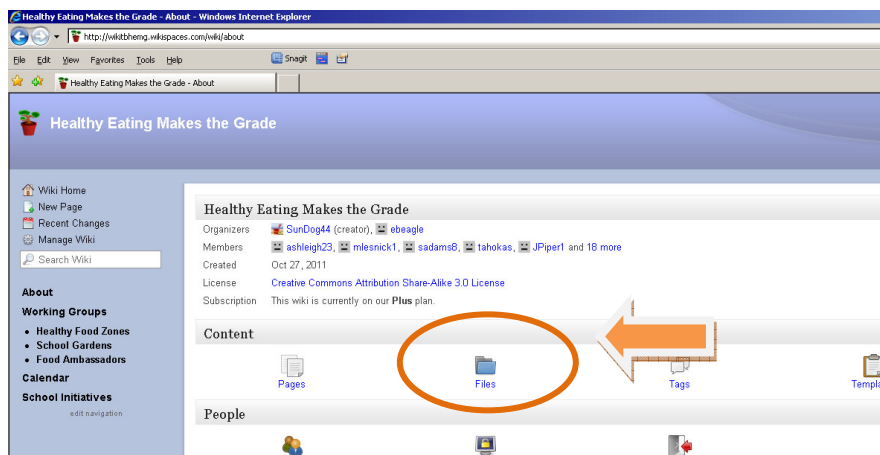
NOTE: There are 2 sets of steps involved here: Uploading your file brings it into our wiki; the second part is posting it to the correct discussion.

1. So, as usual, make sure you are signed in.

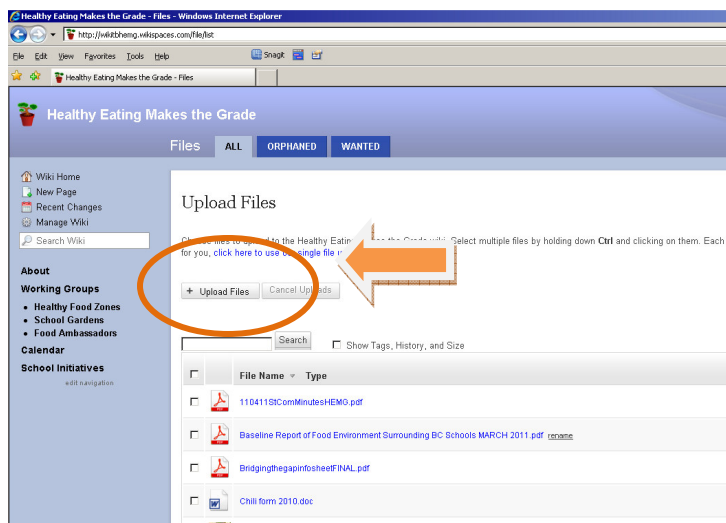
2. Then go and click on **'manage wiki'** on the left hand navigation bar.



3. Under the heading "Content" is an icon that says **'files'**. Click on this.



4. On this page are all the different files that have been uploaded to the site by other users. To upload your own file (document, pdf, picture etc), click on **'+ upload files'**.



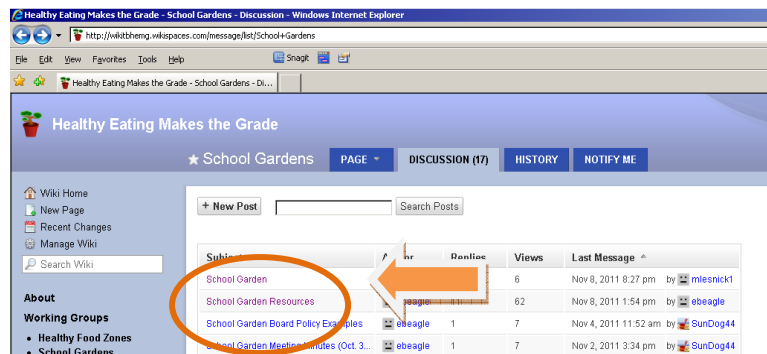
List of all files uploaded to HEMG; listed chronologically by posting date

5. You will be prompted to find the file on your computer, wherever you have saved it. Find the file, **click open**, and it will automatically upload it to the list!
6. Please note, if you are uploading pictures, make sure you have signed permission from the people in the pictures to post the photo.

Inserting your uploaded file into a discussion thread:

This part can get a little tricky, but if you can figure it out, it sure is handy. This is how you can get everyone who comes to the wiki to see your resource and share it!

7. Write down, or copy the **exact name of the file** that you just uploaded. For example, if I uploaded a file called 'school garden_resource.pdf' I need to have that copied exactly as it appears in the uploaded files section.
8. Go into whatever discussion you are looking to insert this file, for example, in discussions, 'school garden resources'.



Click on the discussion that you want to post into (or start a new one)

9. Head to **'reply'** at the bottom of the page. The subject is already filled in for you (if you are continuing an ongoing discussion, or if you have started a new discussion you need to fill in the subject.). In the message body, type your message, and then it's time to insert the file.

STEP #10 – Insert File Name into Message Body

STEP #11 Monitor this Topic and Post

STEP #9 - Scroll to bottom of the page until you see the “REPLY” area; type in the info as it states above in #9.

10. So, in message body you will have your explanation, for example: *“here is a great resource from our school garden!”*; then type in the following command to get it to display the file you have already uploaded:

[[file:school garden_resource.pdf]] ***IMPORTANT NOTE** – the 2 sets of square brackets must be included, along with the word file and the colon ‘file:’ These must precede the name of the file, exactly as it appeared in the uploading step.*

11. Click the box beside **‘Monitor this topic’**, then click on **‘Post’**. Check to make sure that it looks alright in your post: i.e., that the file actually shows up in your discussion thread. Test the link: when you click on it, the file should open.
12. Unfortunately, there is no edit function for modifying your post once you’ve posted, so if you’ve made a mistake, you need to delete that post (or have an organizer delete it) and try again. Contact us if you have questions!

This is a learning curve for everyone – don’t get too frustrated! The important thing is that people actually participate in the wiki and come back to visit it often enough to stay up to date with the project! We are happy to help out however we can. **Feel free to contact the HEMTG Wiki Organizers if you need help:** erin.beagle@redcross.ca or jfacca@tbcdsb.on.ca Happy Discussions!